

**National Capital Consortium**

UNIFORMED SERVICES UNIVERSITY  
OF THE HEALTH SCIENCES  
F. EDWARD HÉBERT SCHOOL OF MEDICINE  
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**GRADUATE MEDICAL EDUCATION COMMITTEE MEETING****7 July 2004, 1500 Hours****Lecture Room C, Building A, USUHS****OPEN SESSION MINUTES**

The National Capital Consortium Graduate Medical Education Committee met Wednesday, 7 July 2004 at 1500 hours. A quorum was present.

**OLD BUSINESS:**

**Approval of Minutes:** The minutes from the 2 June 2004 NCC GMEC were approved as written.

- IV.B.10.e Program Director Searches:** The following are a list of the ongoing NCC Program Director searches: **NCC Otolaryngology** (Opened 30 April 04) pending receipt of All Services SG applicants; **WRAMC IM Nephrology** (Opened 5/05/04) pending receipt USA SG applicants; **Family Practice, MGMC** (Opened 6/07/04); **Radiology** (Open July); **Body Imaging** (Open July).

**The selections for NCC Program Directors are as follows:** **NCC Obstetrics and Gynecology** appointed Col Zahn, USAF, MC, effective July 1, 2004; **NCC Psychiatry** appointed COL Waldrep, MC, USA, effective July 1, 2004; **Obstetrics and Gynecology Female Pelvic Medicine** appointed LtCol Fischer, USAF, MC, effective date pending. **Family Practice, Ft. Belvoir, DACH** appointed MAJ Kevin Moore, MC, USA, in March and is effective July 1, 2004; **Family Practice Sports Medicine, Ft. Belvoir, DACH** appointed LTC Fred H. Brennan, Jr., MC, USA, effective 1 September 2004; **Neurology** appointed LTC Mark Landau, MC, USA, effective July 1, 2004; **Internal Medicine Gastroenterology Fellowship** appointed Major Inku Hwang, MC, USA, effective July 1, 2004; **Nuclear Medicine Fellowship** appointed Major Aaron L. Stack, MC, USA, effective July 1, 2004; **Forensic Psychiatry** appointed COL Ricky D. Malone, MC, USA, effective July 1, 2004; **Transitional Year MGMC** appointed Maj Anthony Beutler, USAF, MC, effective 1 July 2004. Congratulations to all newly appointed PDs on their selection.

Additionally, the AD noted that the ACGME requires that the GMEC vote on Program Director recommendations. It was determined at the June GMEC meeting that the NCC will seek BOD approval for all Program Director recommendations and then notifies the GMEC of the selections. The GMEC voted without dissent to confirm the above selections.

**NEW BUSINESS:****IV.B.1**

**USUHS LRC Access:** Ms. Ursula Scott, VP for Learning Resources, USUHS, presented to the Committee an overview of the procedures for NCC trainees, Program Directors, Associate Program Directors, and USUHS adjunct faculty and/or alumni to request online access to USUHS electronic materials. This service has been extended to the NCC in order to provide trainees with

as many learning resources possible, as they rotate through our three hospitals. Ms. Scott requested that all Program Directors provide Ms. Smith, NCC Registrar, [yusmith@usuhs.mil](mailto:yusmith@usuhs.mil), with the names of all new trainees to ensure that they will be cleared for authorization. Additionally, she emphasized that the authorization for NCC trainees will expire once they have graduated from our programs. NCC trainees will register as NCC and their appropriate service (e.g. NCC-USA). However, USUHS faculty, adjunct faculty, or alumni access does not expire and any faculty or trainees that qualify should register under one of these categories vice as the NCC. Ms. Scott is willing to come and speak at any of the resident meetings in order to provide an overview of the services to the trainees. The LRC flyer will be forwarded electronically to the Program Directors for distribution to their trainees.

#### IV.B.1.

**Resident Representative Issues:** The AD welcomed and introduced the following newly appointed resident representatives: CPT Kevin Woods, MC, USA, WRAMC Representative; Capt Julie Freilino, USAF, MC, MGMC Representative; MAJ Christian Meko, MC, USA, DACH Representative. The AD acknowledged LT Rupa Dainer, MC, USN, who will continue as the NNMC Representative. No new issues were raised.

#### **Committee Responsibilities:**

**Report of the Internal Review Subcommittee:** Dr. Gunderson reported on behalf of the subcommittee. (Attachment 1)

#### IV.B.11

**Internal Reviews:** Dr. Gunderson provided a table that identified the scheduled reviews for the months April through November, which is included in Attachment 1.

The Hematology-Oncology Fellowship was reviewed and discussed. Full assessments are included in the Subcommittee report attached to the original minutes. There were several areas of concern that require an additional review in January. The Subcommittee requested that the PD provide a list of issues that require command assistance by 21 July in preparation for the August Board of Directors meeting, when all three commanders will be in attendance. CDR Monahan, Program Director, noted that many issues that could be immediately resolved have been. However, there are others that will take time and he is making progress in addressing them. He felt that many of these issues may impact other programs as they reflect the problems as a result of deployment and the demands of the increase requirements. Overall he commented that he felt the review was fair, extremely helpful, and welcomed the suggestion of another review in six months.

#### **ACGME Correspondence:**

#### IV.B.4.a

**ACGME Work Hour Requirement:** The IR Subcommittee received a copy of a press release from the ACGME that restated the requirements of the 80 work hour rules. The press release indicated that several surgical programs had requested more flexibility for the Chief Residents. The ACGME denied such requests, but tasked the ACGME Duty Hours Subcommittee to study the implications that such a change would have on the quality of patient care, continuity of care, resident well-being, and the number of procedures that surgical residents are required to perform.

**DIO:** ACGME correspondence dated June 2, 2004, acknowledged the appointment of the three DMEs as Designated Institutional Official's for the NCC in the absence of the NCC AD. The AD noted that as authorized signature authorities the DMEs will take turns reviewing and signing off on the PIFs.

#### IV.B.8

**ACGME Letter of Accreditation:** The NCC Neurosurgery program received a five-year accreditation. The Subcommittee received notification after their July meeting. The Subcommittee will formally review any concerns at their August meeting.

#### IV.B.10.b

**Increase in Resident Complement:** The Dermatology program requested, on 13 May 2004, that the RRC approve another temporary increase of one resident for the July 2005 training year. This would bring the approved number of positions for 2005-2006 to 18, with a complement of 6 residents per year. The Subcommittee did not receive the notification in time for the July meeting and will officially review the request at their August meeting.

The GMEC unanimously voted to accept the report of the Subcommittee.

#### IV.B.7

**Hearing Subcommittee:** The AD presented the final draft of the Hearing for Committee review and approval. The final draft was sent out as a read ahead. The Committee accepted the Hearing Subcommittee policy without objection.

#### IV.B.6

**Core Curriculum Workgroup:** COL Adair presented a Sleep Deprivation and Fatigue educational CD that was reviewed and critiqued by her residents. She stated that the residents found it useful and she would be willing to provide her copy as a loaner to other programs. The AD noted that it is the responsibility of the PD to educate, not only their residents, but faculty on the warning signs of sleep deprivation and fatigue. He suggested that if there was enough interest that the NCC could order a few copies that could be used as loaners.

The next Core Curriculum Workgroup will meet September 1 at 1400 in the Board of Regents Room, D3001, USUHS. All interested volunteers are welcome.

#### IV.B.3

**MOUs:** Reminder that all new proposals should identify additional funding requirements, including anticipated TDY expenses.

- **Radiation Oncology Proposed Agreement with University of Pittsburgh Medical Center:** This is a one-time only training agreement for 6 September – 1 October 2004- LCDR M. Poggi, MC, USN
- **Pediatric Endocrinology Proposed Agreement with Portsmouth Naval Medical Center:** This is an elective standing rotation – COL G. Francis, MC, USA
- **IM INFX Diseases Proposed Agreement with University of Maryland Biotechnology Institute:** This agreement would allow MAJ Myles to participate in a one month elective rotation, 1 – 31 October 2004 - LTC Wortmann, MC, USA
- **Naval Aerospace Medical Institute, Pensacola, FL, Proposed Agreement with NCC Psychiatry:** This is a one-time only elective agreement that would allow CPT Bradshaw located at the Aerospace Institute to participate in a clinical rotation at the NCC Psychiatry Program.

All MOU proposals were reviewed and approved by the Committee without objection.

#### IV.B.2

**FY 2005 Proposed Program IPOT Expenditure Submission:** The NCC Administrator thanked all PDs for their submission. However, she noted that there are a handful of programs that remain delinquent and will be contacted this week. Additionally, she noted that equipment such as computer hardware or loops are not considered IPOT and will remain the responsibility of the departments. The NCC staff will be contacting any programs that requested cadavers as an additional requirement to ensure that these are additional needs and not what has been historically supported by USUHS. It is extremely important that the submissions truly reflect the program IPOT needs as there has been some discussion about how the money is dispersed by the services to the specific programs, in particular WRAMC. The NCC is hoping to specifically address this at the next Board of Director's meeting and would like to provide accurate accounting of all GME required expenditures.

#### IV.B.5

**FY2004 Annual Report and ACGME Annual Program Updates:** The NCC Administrator requested that all programs complete their ACGME Annual Program Updates in a timely manner. The request for updates will begin on 17 July with a deadline to be completed by 19 August 2004. This request corresponds with the NCC Annual Report and will be vital in completing the program portion of the report. The NCC Annual Report that is presented to the Board of Directors will look a little different this year. The NCC will require the PDs to provide information that is not readily available to the NCC staff, such as accomplishments, publications, core curriculum issues etc. The AD noted that MG Farmer, Commander WRAMC, is taking a personal interest in this information, in particular the program accomplishments and he encouraged the members to take the time to adequately fill out this report. The Administrator thanked everyone in advance for their cooperation and compliance with the required deadlines.

#### **Information Items:**

**FY 2004 Financial Transaction Cutoff Dates:** The GME/NCC office is asking that all integrated program directors be in full compliance with the dates listed below. We will not be able to authorize any financial or contractual transaction request after these dates without serious justification.

<u>Amount</u>	<u>Deadline</u>
Less than 2,500 that request a purchase order	6 August 2004
Less than 2,500 – that needs to be paid by check	10 September 2004
Travel Orders and Local Travel Claims	13 September 2004
Last date for Credit Card payments	17 September 2004

#### **Items from the floor:**

A member promoted an online evaluation tracking system that is affordable and effective. The AD requested that the details be forwarded to the NCC Administrator for review and possible purchase for all interested programs.

The meeting adjourned at 1600 and a closed session followed.

The next meeting of the NCC/GMEC will be 4 August 2004, 1500 hours, Board of Regents, D3001, USUHS.

Howard E. Fauver, Jr., M.D.  
Administrative Director